

**Congressional Budget Office
Consultant/Panel Members
Invoice for Services Rendered**

Date of Invoice:

**CBO Purchase Order/
Contract No.:**

TO: Congressional Budget Office
Office of Financial Management
E-mail: invoices@cbo.gov OR
Fax: (202) 755-1092

FROM:

This invoice is to request payment for consulting services rendered to the Congressional Budget Office (CBO). The description of services should include the dates the service was performed.

1. Consulting Services:

(Panel Members not paid through payroll and other
Consultants)

\$ _____

2. Travel Expenses if Applicable:

(Attachment "Statement of Travel and Related
Expenses" detailing amounts)

\$ _____

Total Payment Due: \$ _____

Signature: _____

Social Security No.: _____

FOR CBO USE ONLY

Date: _____

Division: _____

CBO Approval:

Assistant Director and/or Project Officer

OFM 02/05

CBO Purchase Order/Contract No.: _____

CONSULTANT/PANEL MEMBERS
Statement of Travel and Related Expenses

1. **MEMORANDUM OF EXPENDITURES:** All persons authorized to travel on business for the Congressional Budget Office should keep a memorandum of expenditures properly chargeable to the government, noting each item at the time and date the expenditure is incurred. The accumulated information should be included under Item 3 below.
2. **RECEIPTS:** All original receipts for transportation, lodging, phone bills, parking fees, and other expenses in excess of \$25.00, should be attached. Expenditures less than \$25.00 do not require documentation.

3. Expenses:	Day 1	Day 2	Day 3
(Fill in date in parentheses)	()	()	()
a. Airline/Train/Bus (Not to Exceed government rate.) Original receipts must be submitted.			
b. Lodging (Maximum total allowance \$153.00 per day, excluding taxes.)			
c. Meals (Standard allowance of \$38.25 per day for travel days and \$51.00 for whole days in D.C. No receipts required.)			
d. Ground Transportation (Taxicab & limousine fare; privately- owned vehicle at 40.5 cents per mile.)			
e. Miscellaneous (e.g., parking fees, phones, etc. - please list these items separately.)			
Daily Total			
Grand Total			